



UNEMPLOYMENT INSURANCE APPEALS BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	UNEMPLOYMENT INSURANCE APPEALS BOARD	RELEASE DATE:	Friday, August 21, 2009
POSITION TITLE:	SECRETARY/CHIEF COUNSEL	FINAL FILING DATE:	Friday, September 18, 2009
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$13,381.00 / Month	BULLETIN ID:	08212009_1

POSITION DESCRIPTION

Under general direction of the Chair, California Unemployment Insurance Appeals Board (CUIAB), the Secretary/Chief Counsel serves as legal counsel and acts as legal professional counsel to each Board member, including the members' responsibilities under the Bagley-Keen Open Meeting Act, the Hatch Act, and the Political Reform Act; monitors negotiations with and/or acts as negotiator for the Board with other government agencies, unions, and the private sector; reviews all lawsuits and prepares analysis for the Attorney General and/or outside counsel; advises the Board, Field and Appellate operations on outcome of significant Board litigation and directs implementation of court decisions; attends court proceedings, depositions and settlement conferences as needed; represents the Board in court and before administrative agencies. Attends Board Meetings, answers questions of the Board and notes actions; acts as a representative of the Board in contacts with the Employment Development Department, the public and official groups.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management

functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Must have a thorough knowledge of the provisions of the California Unemployment Insurance Code, related provisions of the federal Social Security Act and other related rules, regulations and statutes; leading State and Federal court decisions and decisions of the CUIAB in the field of employment security; rules of evidence and administrative hearing procedures; and a wide variety of occupations, occupational requirements, and labor, industrial, and agricultural conditions in California.
2. Demonstrated understanding of role as chief legal advisory to policymaking body and knowledge of the workings, structure and culture of the Board, including the political, social and economic issues facing the Board.
3. Demonstrated negotiation skills including negotiations, of settlement agreements, business contracts and related transactions and/or legislative proposals.
4. Demonstrated experience in developing and interpreting statutes and regulations, including the ability to present orally and in written form, clear statements of fact, legal opinions, pleadings, rulings, regulations and proposed legislation.
5. Ability to effectively plan, organize, and direct the work of legal professional and support staff. 6. Gain the confidence and support of Board members and administrators, and advise them on a wide range of legal and management matters. 7. Maintain a fair and impartial attitude without bias or prejudice. 8. Communicate effectively. 9. Establish and maintain cooperative relations with those contacted in the course of work. 10. Demonstrate sound communication and negotiation skills; encourage open communication across all levels of the organization. 11. Knowledge of the principles and practices of organizational and administrative functions, fiscal and human resource management, the state procurement process, the legislative process, and the Equal Employment Opportunity Program.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **SECRETARY/CHIEF COUNSEL**, with the **UNEMPLOYMENT INSURANCE APPEALS BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, resume, two letters of recommendation and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed will be used as the standard to screen applications. Interviews will be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. Job-related criteria will be used to comparatively rank qualified candidates. The results of

this examination will be used to fill the Secretary/Chief Counsel position. Each candidate will be ranked competitively and will receive written notification of their examination results. A minimum rating of 70% must be attained to obtain list eligibility. The result of this examination will be used only to fill the position of Secretary/Chief Counsel with the CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD. Applications will be retained for 12 months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Two letters of recommendation.

Applications must be submitted by the final filing date to:

UNEMPLOYMENT INSURANCE APPEALS BOARD, EXECUTIVE
2400 VENTURE OAKS WAY, SUITE 400, Sacramento, CA 95833
Kim Langan | (916) 263-0288 | kiml@cuiab.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The UNEMPLOYMENT INSURANCE APPEALS BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>